



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

New Sunoco Business/Fleet Application

The Office of Foreign Missions (OFM) recently learned that effective immediately, as a result of Sunoco changing their credit card provider, Sunoco now requires the submission of new Sunoco Suntrack Fleet Card applications in order to authorize/ to provide gasoline tax-exempt credit cards for foreign missions, international organizations and their eligible personnel. Attached is a copy of the new, Sunoco-Suntrack Fleet Card application. This application can also be found at all the participating Sunoco gasoline stations

If a mission recently applied for a Sunoco account, using the old Sunoco Business Credit Card application, it will have to reapply using the new Sunoco application. All applications must be resubmitted to OFM along with the "Application for Diplomatic Exemption from Taxes on Gasoline" through the e-Government Program. Please do not mail or fax applications directly to Sunoco.

In addition, contrary to what is stated on the new Sunoco-Suntrack Fleet Card application, a \$10 monthly fee will not be charged to tax-exempt accounts held by foreign missions or their members.

Information concerning the provision of tax-exemption on the purchases of gasoline and diesel fuels is available at OFM's website at www.state.gov/ofm/tax.

For additional questions or comments concerning this information please contact OFM by telephone at (202)-895-3500 option 2, by email at OFMTaxCustoms@state.gov, or the nearest OFM Regional Office.

Attachment 1: Sunoco Suntrack Fleet Card Application

May 22, 2009

SUNOCO® SUNTRAK® FLEET CARD APPLICATION

1) The undersigned applicant/buyer ("Applicant") represents that the information given in this application is complete and accurate and authorizes Card Issuer to check with credit reporting agencies, credit references and other sources disclosed to confirm information given; 2) Applicant requests a business charge account, if approved for credit, and one or more business charge cards from the card issuer, which is Wright Express Financial Services Corporation ("Card Issuer"); 3) Applicant agrees to the terms and conditions set forth in the Business Charge Account Agreement provided with this application and/or provided with the business charge card(s). Use of any card issued pursuant to this application confirms Applicant's agreement to said terms and conditions; 4) If this Account is for a partnership or a proprietorship, a partner or principal must sign this application and the undersigned's personal credit will be used in making a credit decision and they hereby authorize Card Issuer to obtain a consumer report. In the event that this application is denied based upon information contained in a consumer credit report of the undersigned, they authorize the Card Issuer to report the reason for the denial to the Applicant. Direct inquiries of businesses where the undersigned maintains accounts may also be made; 5) Applicant agrees that in the event the account is not paid as agreed, Card Issuer may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information. 6) By providing the phone numbers below, you authorize us to contact you at any of these numbers regarding this application or any account opened as a result of this application. If you have any questions regarding this application, please call 1-800-950-6124.

Full Legal Company Name of Applicant/Buyer		Phone #		Fax #	
Write company name as you wish it to appear on cards. Limit of 20 characters including spaces. Unless specified, no company name will appear on cards. <input type="text"/>					
DBA or AKA		Subsidiary of		Applicant's Taxpayer ID # (TIN, FEIN or SSN)	
Headquarters Name, Physical Address and Phone # (Do not include PO Box)				SIC Code or Type of Business	
Billing Contact		Billing Address		City	State Zip+4
Principal(s)/Authorized Officer(s)				Title(s)	
In Business Since (yyyy)		Year of Incorporation (yyyy)		Fiscal Year Start (mm)	
Avg Monthly Service Expenditures \$		Avg Monthly Fuel Expenditures \$		Number of Vehicles	
Complete this Section Accurately. Select One: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> PC or PA <input type="checkbox"/> LLC Is this account for a company that has been incorporated less than three years, a partnership, a proprietorship, a professional corporation or association, or a limited liability company? <input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, complete and attach the Personal Guaranty on page 2.)					
Designate the person authorized to receive all charge cards, reports, and other such information we provide from time to time and to take actions with respect to your account and account access. This is also the person designated by your company to provide all fleet vehicle, driver and other information we may request. By signing below, you also (i) designate representatives from your card program sponsor ("Sponsor") to have access to your account information in order to facilitate customer service and account maintenance requests on your behalf, and (ii) authorize the Card Issuer to accept account maintenance requests and other instructions from Sponsor on your behalf.					
Authorized Contact Name		Title		Phone #	Fax #
Mailing Address (if different from billing address)				City	State Zip+4
Email address					
<input type="checkbox"/> Check here if business is exempt from motor fuels tax (sales representative will provide further details).					
INFORMATION SHARING DISCLOSURE: Sunoco, Inc., Card Issuer or its affiliates may, to the extent allowed by law, share information disclosed by or generated as a result of this application with each other, and with merchants accepting the card. In addition, information regarding your transactions may be provided to accepting merchants or their service providers to facilitate discounts or other promotional campaigns of interest to you.					
Program Costs: \$10.00 monthly fee. Fax completed and signed application and Fleet Information form to us at 1-207-253-1457.					
AUTHORIZED SIGNATURE REQUIRED					
Any person signing on behalf of a business attests that the Applicant is a valid business entity, that, if applicable, the execution of this application has been duly authorized by all necessary action of Applicant's governing body, and that the undersigned is authorized to make this application on Applicant's behalf.					
Signature X		Date	Print Name	Title	
FOR OFFICE USE ONLY					
Opity Number		Sales Code 10914560	Coupon Code	Account Number 0496	

Our bank complies with Section 326 of the USA PATRIOT Act which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.

SUNOCO SUNTRAK FLEET CARD APPLICATION – cont.

Complete the Personal Guaranty below only if this account is for a:

Company that has been incorporated less than three years,
Partnership,
Proprietorship,
Professional corporation or association, or
Limited liability company.

PERSONAL GUARANTY (SEE ABOVE)

In consideration of Card Issuer financing purchases under the Business Charge Account Agreement (as the same may hereafter be modified, extended or amended, "the Agreement"), the undersigned guarantor ("Guarantor") hereby agrees to unconditionally personally guarantee payment and performance under any account established pursuant to this application, of any obligation of Applicant to Card Issuer or any assignee of Card Issuer, in the event the above Applicant fails to do so. This is a guaranty of payment and not merely of collection. Guarantor agrees to pay, upon demand, any amount owed by Applicant to Card Issuer and due under the Agreement. Card Issuer shall not be required to initiate any action against, nor exhaust any remedies with respect to Applicant or any other guarantor prior to making demand upon Guarantor. Guarantor hereby waives any notices regarding Applicant's account or this guaranty and agrees that this guaranty shall be applicable until the Agreement has terminated and all amounts due have been paid in full. Guarantor agrees that in the event the account is not paid as agreed, Card Issuer may report Guarantor's liability for and the status of the account to credit bureaus and others who may lawfully receive such information. Guarantor hereby agrees that Card Issuer may extend the time for payment and release any other security for the agreement without affecting in any way the obligations of Guarantor. Guarantor waives any and all suretyship defenses. Personal credit of Guarantor will be used in making a credit decision and Guarantor hereby authorizes Card Issuer to obtain a consumer credit report of Guarantor. Direct inquiries of businesses where the undersigned maintains accounts may also be made. In the event this application is denied based upon information in a consumer credit report of Guarantor, Guarantor authorizes the Card Issuer to report the reason for the denial to Applicant.

Guarantor's Signature X	Print Name	Date of Birth	Social Security No.
Guarantor's Residential Address – street, city, state, zip (Do not include PO Box)		Phone #	Date (mmddyy)
FOR OFFICE USE ONLY			
Opity Number	Sales Code 10914560	Coupon Code	Account Number 0496

Sunoco® SunTrak® Fleet Information

Company Name: _____ Limit punctuation to the following characters: / \$ - . & ' _____

DRIVER INFORMATION – List *all* drivers who will be using fleet cards.

Last 12 character limit	First 10 character limit	M.I.	Driver ID (Acts as a PIN, no duplicates) Leave blank if you want us to assign Driver ID must be 6 digits	Department 8 character limit
SAMPLE: <i>Smith</i>	<i>John</i>	<i>A</i>	<i>123456</i>	<i>Sales</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

CARD INFORMATION

Select **ONE** of the following columns below to appear on the second line of your cards.

☐ Vehicle Description ☐ Customer Vehicle ID ☐ License Plate ☐ None

Department (optional) 8 character limit	License Plate 8 character limit	State 2 char	Vehicle Description (required) 17 character limit	Customer Vehicle ID (optional) 17 character limit	Station Card <input checked="" type="checkbox"/> = Yes
SAMPLE: <i>Service</i>	<i>123456</i>	<i>ME</i>	<i>08 Mini Van</i>	<i>Unit 123</i>	
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>
10.					<input type="checkbox"/>

* Please note that purchase authority restriction may not be enforced if electronic authorization is inoperative...e.g., during system outage.

X

Signature of person completing form

Print

Date